Labor Redistribution in Wings Express

Miscellaneous
Labor Redistribution
Contact Information

• For help contact the Help Desk at helpdesk@wright.edu, 4827

• You may also contact Bill Polk at william.polk@wright.edu, x2137 or Teresa Kramer at teresa.kramer@wright.edu, x2893
Labor Redistribution Miscellaneous Non-IE Browser
Labor Redistribution
Context-sensitive help

Click here for context-sensitive help or Help Suite
Labor Redistribution
Context-sensitive help

Click here for Help Suite
Labor Redistribution Help Suite

The Help Suite opens in a separate window
Labor Redistribution
Important information

• Make sure to close out all screens before logging out or system can lock up records.
• On-the-fly members should be added at a sequence number greater than that of an existing queue member that has already approved.
• If errors redistributing, log out & log back in.
• If can’t see queue, refresh browser or log out/in.
• An employee may have multiple earnings codes to redistribute but some codes shouldn’t be redistributed.
• Once you submit a redistribution it can’t be changed, only returned for correction.
• Be patient with speed of Flex application.
Labor Redistribution
Important information continued

• The Cognos Labor Redistribution report shows full redistribution details for completed transactions. The Labor Redistribution module shows full redistribution details for redistributions in process, and current distribution details for completed transactions.

• Do not use the Open Items window to switch between records.

• Click the refresh button if the system displays multiple pays for a given period with the same sequence number.

• If an approver is auto-assigned to the queue multiple times based on org level, then that approver must approve multiple times, i.e. for each instance.
Labor Redistribution
TEST instance

• Contact Bill Polk at william.polk@wright.edu, x2137 for latest information on the test instance